Contracts Manager

Forbes includes U of G Among Canada’s Best Employers

Professional and Managerial Group

Contracts Manager

Research Support Services, Office of Research

Temporary full-time from November 1, 2017 to October 30, 2018

Hiring #: 2017-0498

Please read the Application Instructions [1] before applying

Reporting to the Director, Research Support Services, the Contracts Manager’s portfolio principally involves “partnership” programs, where research projects are funded through both grants (from provincial or federal government) and agreements (with industry or other partners). The incumbent is accountable for a variety of duties and responsibilities which include: preparing and administering a range of legal documents to support intellectual property protection and contract research; negotiating collaborative, multi-party/consortia or sub-award and research and service agreements in excess of $1 million; collaborating with other personnel in the Office of Research to develop agreements for new projects and initiatives; leading and directly supervising other personnel who are responsible for agreement negotiation and administration including reviewing, submitting and processing awards and grant agreements. Additionally, the Contract Manager is accountable for assessing and advising on a variety of other agreements related to research; delivering efficient and effective support services to the University of Guelph research community which enable researchers to participate in and successfully compete for external research funding; and for supporting marketing and commercialization efforts in order for University of Guelph inventions to reach industry and other user group markets. The incumbent is also responsible for: identifying risks that could result in legal liabilities to the University and to researchers and ensures that all research activities are compliant with appropriate University, sponsor and government research policies.

To be considered for the temporary role of Contracts Manager, candidates must have:

- An undergraduate degree, (graduate degree preferred) involving a strong research component and three (3) years of related experience that includes: reviewing, drafting and negotiating of awards and agreements, supervision and management of staff and, demonstrated effectiveness working in a team.

Additional requirements include:

- Well-developed supervisory and management skills
- Negotiating skills
- Excellent interpersonal and communication skills and ability to use tact and diplomacy
- Ability to manage stressful, occasionally confrontational and extremely busy conditions
- Knowledge of various kinds of intellectual property and processes for protection and ownership
- Proficiency with MS Word and other Office software (Excel, Access).

A legal background based on relevant experience and general knowledge of the types of research being conducted at the University of Guelph would be considered assets.
All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority.

At the University of Guelph, fostering a culture of inclusion is an institutional imperative. The University invites and encourages applications from all qualified individuals, including from groups that are traditionally underrepresented in employment, who may contribute to further diversification of our Institution.

*Tentative evaluation

**Posting Date: 2017 10 02**
**Closing Date: 2017 10 16**

**Source URL:** https://www.uoguelph.ca/hr/careers-guelph/current-opportunities/contracts-manager

**Links**
[1] https://www.uoguelph.ca/hr/careers-guelph/how-apply